

BUDGET LETTER

		NUMBER: BL 03-39
SUBJECT: SUBMISSION OF BUDGET MATERIALS TO THE LEGISLATURE AND THE LEGISLATIVE ANALYST'S OFFICE		DATE ISSUED: November 4, 2003
REFERENCES:		SUPERSEDES: BL 02-42

TO: Departmental Budget Officers
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

- A. **Budget Galley.** Please remember that budget decisions are confidential until after the Governor's Budget is released by January 10, 2004. Accordingly, budget galley must not be released outside the department. The Department of Finance (Finance) will provide paged budget galley to the Legislative Analyst's Office (LAO) in late December.
- B. **Supplemental Budget Documents.** Departments must submit 12 copies of the following supplemental budget documents to the appropriate Finance Budget Unit. Finance will transmit these documents to the LAO and the Legislative Fiscal Committees. The copies are due to your Finance budget analyst as soon as possible after final decisions are made, but no later than January 2, 2004.
1. **Approved Budget Change Proposals (BCPs).** Departments must revise partially approved BCPs to reflect only the approved portion.
 2. **Supplementary Schedules.** Departments must submit Supplementary Schedules of Operating Expenses and Equipment, Federal Funds, and Reimbursements that conform to the final Governor's Budget.

Exceptions to these deadlines must be approved in advance by the appropriate Program Budget Manager. Please call your Finance budget analyst if you have any questions.

/s/ Veronica Chung-Ng

Veronica Chung-Ng
Program Budget Manager

Upcoming Budget Letters

- Control Section 3.60 Adjustments
- Employee Compensation Adjustments
- Checklist of Information to include Budget Galley
- Payment of Board of Control Claims, DOJ Settlements & Judgments